

Town of Wayland Accounts Payable Policy

POLICY:

The Finance Office policy is to assure the timely payment(s) of all original invoices and vouchers submitted and approved by authorized municipal officials. Invoices are paid based upon verification of available funds for said purpose and based upon evidence of compliance with procurement requirements consistent with state law. All expenditures are to be supported by approved appropriations and must be obligations of the Town of Wayland. All invoice payments must be made in compliance with Massachusetts General Laws.

VENDOR SETUP REQUIREMENTS:

All vendors need to be first set up in the MUNIS Vendor Master file. A new Vendor Request Form needs to be completed and submit to the Finance Office. The new Vendor Request must include a W-9 form and a payment remit address. Once the vendor is set up in the MUNIS system the department can enter accounts payable batches in the system.

ENTERING ACCOUNTS PAYABLE BATCHES:

The Accounts Payable module in MUNIS allows for the input of invoices. Departments enter accounts payable batches into the Invoice Entry Module each week after they verify that the goods and or services have been received. Upon completion of the accounts payable batch, the department releases the batch to the Finance Office. Each department delivers to Gayle Stahl the supporting documentation to edit / audit for the payment to be completed. State sales taxes should not be included in the payment total.

SUPPORTING DOCUMENTATION:

Supporting documentation to remit a payment to a vendor would include original invoices, copies of originals and invoices generated from the internet. A Golden Rod form is then prepared by the department which identifies the MUNIS accounts payable batch number, all invoices and a signature of the department manager. The total of the invoices must agree in total with the cover sheet of the Golden Rod.

The School will submit a Green colored form to the Finance Office which includes the same document requirements.

As part of the accounts payable process the Finance Office verifies that funds exist in the specified appropriation lines to support the payment. In the event funds are insufficient to support the payment the invoices will be removed from the accounts payable warrant and the department will be notified of the issue.

ACCOUNTS PAYABLE PROCESSING:

The Finance Office process approximately 48 accounts payable warrants each fiscal year. The deadline to entry accounts payable batches and submit all required documentation is 4pm each Tuesday. The Finance Office completes the accounts payable warrant and prepares the approval forms for the Finance Director and the Board of Selectmen to sign. The schedule of the accounts payable warrant may change due to holidays and inclement weather.

PURCHASE ORDERS:

All invoices that are \$5,000 or greater must be supported by a purchase order. Prior to incurring the expense a requisition must be entered into the MUNIS system. The department manager is required to verify that funds exist in their respective budgets to support the requisition. When the requisition completes the workflow verification process a purchase order will be created and sent to the departments. Invoices submitted to the Finance Office without supporting purchase orders \$5,000 or greater will be returned to the departments.

VOID CHECKS AND PAYMENT REISSUE:

A vendor payment that has been lost, never received, destroyed, has incorrect payment, vendor or remit information needs to be voided in the Munis system for either reissue or void completely. A Void Check Request template form is to be filled out (with the check if available) accompanied by Munis documentation of the expense. All necessary information must be filled out clearly indicating whether the payment is to be reissued or voided entirely. All such requests are to be submitted to Gayle Stahl in Finance.

METHOD OF PAYMENT:

The town pays all liabilities with either check or AHC wire transfer. No cash disbursements are allowed. Payments to any vendor by either check or wire will only be processed after the vendor has been set up in MUNIS and all proper documentation has been submitted to support the payment.

Upon completion of the accounts payable warrant, all vendor checks will be delivered to the Wayland Town Treasurer for disbursement.

FISCAL YEAR END:

Each fiscal year end the town will process a special accounts payable warrant in mid -July as the last fiscal year warrant. In the event an invoice was not included in the last warrant a purchase order will need to be prepared to encumber funds. When the invoices are submitted to the town, the purchase order will be used as the funding source to process payment.

At the end of each calendar year the Finance Office will generate and distribute IRS 1099 forms to all required vendors and prepares the MUNIS IRS electronic file for the Treasury Office.

PRIOR YEAR INVOICES:

All prior year invoices need to be submitted to the Finance Director. The Finance Director will include the prior year invoices in the Town Meeting Article, Pay Previous Fiscal Year Unpaid Bills.

